City Council Meeting

January 16, 2018
6:00 p.m.

Cadillac Municipal Complex
Council Chambers
200 N. Lake St.
Cadillac, MI 49601

January 16, 2018 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We communicate openly, honestly, respectfully, and directly

CALL TO ORDER
PLEDGE OF ALLEGIANCE

I. OATH OF OFFICE

Council Member Tiyi Schippers (Ward Two)
Council Member Stephen King (Ward Four)
Mayor Carla J. Filkins

ROLL CALL

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

It is requested that comment time be limited to three (3) minutes.

IV. CONSENT AGENDA

All items listed on the consent agenda are considered routine and will be enacted by one motion with roll call vote. There will be no separate discussion of these items unless a Council Member so requests it, in which event the items will be removed from the consent agenda and discussed separately.

A. Minutes from the regular meeting held on December 18, 2017.
<u>Support Document IV-A</u>

V. PROCLAMATION

A. Cadillac School Choice Week

VI. COMMUNICATIONS

A. Display of banner for the North American Snow Festival.
Support Document VI-A

VII. APPOINTMENTS

A. City Council Member appointments, regular and alternate, to the Board of Review.

B. Recommendation regarding reappointment to the Historic Districts Commission.
Support Document VII-B

C. Recommendation regarding reappointment to the Zoning Board of Appeals.
Support Document VII-C

D. Recommendation regarding reappointment to the Cemetery Board.
Support Document VII-D

VIII. CITY MANAGER'S REPORT

A. Setting of Budget Related Work Sessions
- Goals & Capital Improvement Program Review on February 19, 2018 at 4:15 p.m.
- Fiscal Year 2019 Budget Review on April 2, 2018 at 4:15 p.m.
- Fiscal Year 2019 Budget Review on April 16, 2018 at 4:15 p.m.

B. Cadillac Housing Commission compensation change request.
Support Document VIII-B

IX. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Resolution regarding Redevelopment Ready Communities Certification.
Support Document IX-A

X. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Zoning Board of Appeals
Support Document X-A

XI. PUBLIC COMMENTS

It is requested that comment time be limited to three (3) minutes.

XII. GOOD OF THE ORDER

XIII. ADJOURNMENT

Core Values (R.I.T.E.)

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community
We communicate openly, honestly, respectfully, and directly
We are fully present
We are all accountable
We trust and assume goodness in intentions
We are continuous learners

CITY COUNCIL MEETING MINUTES

6:00 PM – December 18, 2017
Cadillac City Hall – 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

Mayor Filkins called the City Council meeting to order at approximately 6:00 pm.

PLEDGE OF ALLEGIANCE
ROLL CALL

Council Present:	Spoelman, Schippers, Meinhardt, Mayor Filkins
Council Absent:	Engels
Staff Present:	Peccia, Roberts, Wallace, Dietlin, Eller, Homier, Wasson

APPROVAL OF AGENDA

2017-239 Approve agenda as presented.
Motion was made by Meinhardt and supported by Spoelman to approve the agenda as presented.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2017-240 Approve consent agenda as presented.
Motion was made by Schippers and supported by Meinhardt to approve the consent agenda as presented.

Motion unanimously approved.

PUBLIC HEARINGS

A. Public hearing to consider approval of a resolution to adopt Ordinance Vacating James E. Potvin Street and Reserving a Public Utility Easement in Favor of the City of Cadillac.

   Peccia noted the two (2) public hearings are related because they involve the same property. He noted the first public hearing is regarding a request to vacate a portion of Potvin Street within the Potvin Industrial Park. He stated the second public hearing is regarding the sale of Lots 4-9 within the Potvin Industrial Park to Piranha Hose Products.

   Peccia stated that as part of the acquisition of the property, Piranha Hose Products is requesting the City vacate a “paper road” to allow them to incorporate the area into their proposed construction project.

Peccia noted the City currently has sewer infrastructure located in that area. He explained the purpose of the easement agreement would be to maintain the City's access to the area. He stated that Piranha Hose Products understands that constructing a building on top of the "paper road" would not be allowed but placing a portion of a parking lot would be permissible with the understanding that the City maintains the right to access the infrastructure, if necessary.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

<u>2017-241 Adopt Ordinance 2018-08</u>.
Motion was made by Schippers and supported by Meinhardt to approve the resolution to adopt Ordinance Vacating James E. Potvin Street and Reserving a Public Utility Easement in Favor of the City of Cadillac.

Motion unanimously approved.

B. Public hearing to consider approval of a resolution to adopt Ordinance to Approve Sale Agreement and Authorize Sale of Real Property (Within James E. Potvin Industrial Park).

Peccia noted this public hearing is regarding the sale of Lots 4-9 (28.3 acres) within the Potvin Industrial Park to Piranha Hose Products. He stated the total sale amount is $395,220 which equates to $14,000 per acre which is the advertised price of the property. He noted Piranha Hose Products intends to develop the facility into the company's manufacturing hub in North America. He stated the Cadillac Industrial Fund unanimously supports the sale of the property. He noted, as part of the sale agreement, 10% of the proceeds will go to the Cadillac Industrial Fund.

Spoelman inquired into which fund the money from the sale will be placed.

Peccia noted it will be placed into the City's Industrial Fund. He stated this fund is used to benefit those areas within the City. He stated that, as an example, the proceeds could be used to begin the process of developing Phase II of the Industrial Park along with being able to help fund other activities, such as signage.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Brian Blake, Piranha Hose Products, thanked Council for their careful consideration of this request. He stated it all started with a "vision" and noted they have completed three (3) expansions since 2003. He stated corporate members of the Kuriyama Group, which owns

Piranha Hose Products, recently visited Cadillac and it was decided Cadillac was a potential location to increase manufacturing capabilities and possibly R&D laboratories. He noted they will begin designing the facility after the due diligence process, which includes an environmental assessment, is completed.

Peccia noted the agreement states they will have four (4) months to complete the due diligence process and then two (2) months to close on the property.

2017-242 Adopt Ordinance 2018-09.
Motion was made by Meinhardt and supported by Schippers to approve the resolution to adopt Ordinance to Approve Sale Agreement and Authorize Sale of Real Property (Within James E. Potvin Industrial Park).

Motion unanimously approved.

COMMUNICATIONS

A. Presentation of FY2017 Audit Results by Joe Verlin of Gabridge & Co.

Joe Verlin from Gabridge & Co. presented the results of the independent audit for the fiscal year ended June 30, 2017. Gabridge & Co. issued an "Unmodified" opinion on the financial statements. Verlin indicated that this is the best opinion they can offer on the statements. He added that the City is in sound financial condition, and commended the City for continuing to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

CITY MANAGER'S REPORT

A. Recommendation regarding Prosecutorial Services.

Peccia stated the Wexford County Prosecuting Attorney has been providing prosecution services for the City since 2010. He noted the current extension and fee structure for the contract expires on December 31, 2017. He added both the City and the County are interested in extending the contract through December 31, 2021. He explained the County has proposed a small annual increase in the amount of $240 so the total annual cost would be $30,240 per year for the 4-year term of the extension.

2017-243 Approve contract extension with Wexford County Prosecuting Attorney.
Motion was made by Schippers and supported by Spoelman to extend the contract with the Wexford County Prosecuting Attorney through December 31, 2021.

Motion unanimously approved.

B. Cadillac Veterans Causeway "Honoring All Who Served" – Project Update.

Peccia noted this is the upcoming Cadillac Rotary Club project which is designed to bring recognition to area veterans. He stated American Flags will be placed along the east side of the causeway off of M-115 immediately north of the M-115/Sunnyside Drive intersection. He explained the project is being championed by Doreen Lanc who is the Executive Director of the Cadillac Area Community Foundation and a member of the Cadillac Rotary Club. He noted the Cadillac Rotary Club will provide funding for the installation and will likely set aside funds for future maintenance and replacement costs. He stated various veterans groups have expressed interest in this project.

Peccia stated the installation will require support from MDOT and the City given the location. He requested Council consider a motion to support the project.

Doreen Lanc, Executive Director of the Cadillac Area Community Foundation and a member of the Cadillac Rotary Club, stated they intend to start a fund entitled "Flags Forever" to help pay for the flags in the future.

Spoelman asked about the timeline for the project and the location of the poles.

Lanc noted the Rotary Club auction will be held on April 27, 2018 so she anticipates the project could be completed by early summer. She stated the flag poles will be placed between the lake and the sidewalk. She added two-sided signage will be placed on Sunnyside Drive.

Spoelman noted she likes the concept of utilizing solar lights.

Lanc noted the flag poles will be 30 feet high.

<u>2017-244 Support Cadillac Veterans Causeway "Honoring All Who Served" Project</u>.
Motion was made by Schippers and supported by Meinhardt to support the Cadillac Veterans Causeway "Honoring All Who Served" Project.

Motion unanimously approved.

C. Calendar Year 2018 Council Meeting Schedule.

Peccia noted the City Charter does require that the Council meet at least one time per month on at a regular place, day and time.

Peccia stated it is being recommended the 2018 City Council Meeting Schedule be approved as follows:

Regular Council Meetings will be monthly on the first and third Mondays starting at 6:00 p.m. except for the following months -

- January – Schedule one regular meeting for the third Tuesday, January 16, 2018. Due to Christmas, New Years, and Martin Luther King Jr. holidays, City Offices are closed December 25, 26, 2017, and January 1, 2, and 15, 2018 respectively. Additionally, it is common for staff to take vacation and/or personal time off during this timeframe.

- July – Schedule one regular meeting for the third Monday, July 16, 2018. Due to the proximity of Independence Day in the first week of the month, it is common for staff to take vacation and/or personal time off during this timeframe, even though the holiday is not on Monday.

- August – Schedule one regular meeting for the third Monday, August 20, 2018. Due to the Primary Election scheduled for Tuesday, August 7, 2018.

- September – Schedule the first meeting of the month for Tuesday, September 4, 2018 due to City Offices being closed on September 3 for Labor Day.

- November – Schedule one regular meeting for the third Monday, November 19, 2018. Due to the General Election scheduled for Tuesday, November 6, 2018.

He added special meetings will be scheduled on an as needed basis.

<u>2017-245 Approve Calendar Year 2018 Council Meeting Schedule</u>.
Motion was made by Schippers and supported by Spoelman to approve the Calendar Year 2018 Council Meeting Schedule as presented.

Motion unanimously approved.

<u>ADOPTION OF ORDINANCES AND RESOLUTIONS</u>

A. Adopt Wexford County Regional Assistance to Firefighters Grant Application and Resolution Supporting Migration to 800MHz Trunked Radio Network.

Peccia noted the City is working with Wexford County on a grant request to acquire the necessary funds to update the fire radios within the County. He stated the City was successful in securing this grant for its own use about a year ago. However, there are other fire departments within the County that need the resources. He added the County itself is not a qualified agency to apply for this grant so the City, in collaboration with the Wexford County Emergency Management Coordinator, are co-writing the grant application. He stated, if successful, the City could also utilize some additional units.

2017-246 Adopt Firefighters Grant Application and Resolution.
Motion was made by Spoelman and supported by Meinhardt to adopt the Wexford County Regional Assistance to Firefighters Grant Application and Resolution Supporting Migration to 800MHz Trunked Radio Network.

Motion unanimously approved.

PUBLIC COMMENTS

Wayne Fox, owner of the Cadillac Sands Resort, commented on the causeway project and stated he has accepted an offer on his property.

GOOD OF THE ORDER

Mayor Filkins thanked Council Member Meinhardt for being a good and faithful servant. She added it that it has been an honor to serve with him.

Meinhardt stated it has been an honor to serve with the entire Council.

Spoelman thanked Council Member Meinhardt for serving the City of Cadillac.

Mayor Filkins encouraged Council Member Meinhardt to consider serving on City committees.

Peccia offered best wishes to Council Member Meinhardt.

Meinhardt thanked everyone for their assistance and support.

Schippers stated Council Member Meinhardt didn't come to Council with his own agenda, he came to serve.

Mayor Filkins wished everyone a Merry Christmas and Happy Holidays.

Schippers briefly mentioned the various projects that occurred in 2017, the financial report, the cooperation between developers, manufacturers, community groups, and working with the County.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor Sandra L. Wasson, City Clerk

CITY OF
CADILLAC
MICHIGAN

200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date ____________

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 1 /22 /2018 **Monday Banner End Date** 2 / 4 /2018
event: 2/1-3/18

(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day)
(Banners may only be requested for one week at a time per form)

Reason for Banner North American Snowfest

Organization NASF Contact Person Mark Featherston

Contact Phone [redacted] Contact Email mfeatherston@cadillacnews.com

City of Cadillac & State of Michigan Guidelines:

_____ Banner requested date is a minimum of 2 months prior to display date requested.
_____ Banner picture or a design proof is **attached with this request form** or it will not be approved.
_____ The City reserves the right to determine when the banner is hung during inclement weather.
_____ The City is not responsible for any damages to the banner.
_____ Banner requested is for a reasonable and public purpose.
_____ Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature.
_____ The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services.
_____ The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line.
_____ Banner does not contain an address or directions to location.
_____ Banner meets all the design specifications on the back of this form.
_____ The banner will be delivered to City Garage a minimum of **1 week before** banner is to be displayed.
City Garage is located at *1001 6th Street* and hours. Call Street Supervisor at (231)920 -7800 to schedule time.
_____ Banner will be picked up within **1 week after** being displayed; if it is not picked up, the banner will be disposed of.

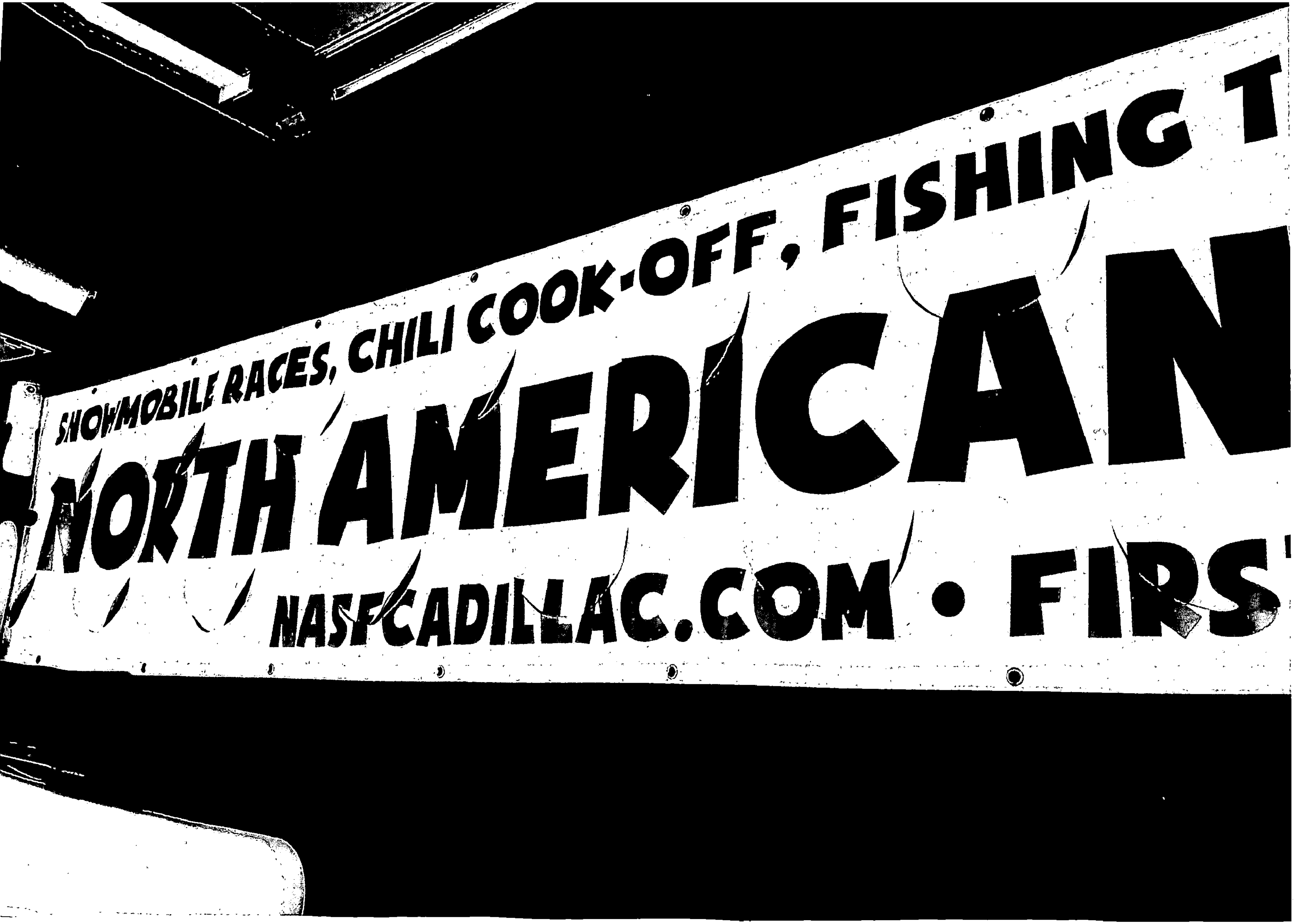
Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net ***(No Faxes accepted)***
I understand and agree to these requirements & understand if these are not met the request will be denied.

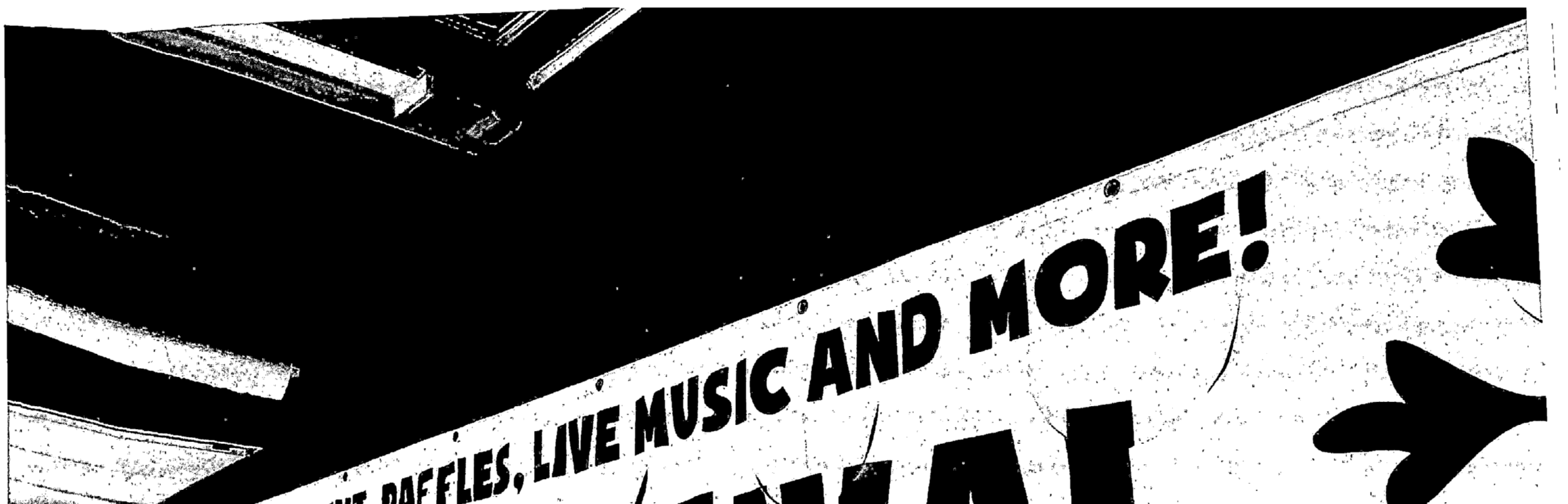
Print Name Mark Featherston Signature [signature] Date 1 / 11 / 18

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

For Office Use Only

Streets ________	Date Approved ________	Comments ________
City Manager ________	Date Approved ________	Comments ________
State of Michigan ________	Date Approved ________	Comments ________
City Council ________	Date Approved ________	Comments ________


SNOWMOBILE RACES, CHILI COOK-OFF, FISHING T
NORTH AMERICAN
NASFCADILLAC.COM • FIRS


FISHING TOURNAMENT, RAFFLES, LIVE MUSIC AND MORE!
SNOW FESTIVAL
FIRST WEEKEND OF FEBRUARY!

January 16, 2018

COUNCIL COMMUNICATION

Re: Reappointment of Patrick Birtles to a Three-Year Term on the Cadillac Historic Districts Commission

Patrick Birtles has expressed his interest in continuing his service on the Cadillac Historic Districts Commission for a three year term. His term ended on 12/31/2017.

Requested Council Action:

Motion to reappoint Patrick Birtles to a three-year term on the Cadillac Historic Districts Commission which will end on 12/31/2020.

January 16, 2018

COUNCIL COMMUNICATION

Re: Reappointment of Carl Genzink to a Three-Year Term on the Cadillac Zoning Board of Appeals

Carl Genzink has expressed his interest in continuing his service on the Cadillac Zoning Board of Appeals for a three year term. His current term will end on 2/2/2018.

Requested Council Action:

Motion to reappoint Carl Genzink to a three-year term on the Cadillac Zoning Board of Appeals which will expire on 2/2/2021.

January 16, 2018

COUNCIL COMMUNICATION

Re: Reappointment of Glenna Anderson to a Three-Year Term on the Cemetery Board

Glenna Anderson has expressed her interest in continuing her service on the Cemetery Board for another three year term. She was originally appointed in 2009.

Requested Council Action:

Motion to reappoint Glenna Anderson to a three-year term on the Cemetery Board which will expire on 1/1/2021.

MINUTES

REGULAR MEETING OF THE

CADILLAC HOUSING COMMISSION

Monday, December 18, 2017 - 10:00 A.M.

The Board meeting of the CADILLAC HOUSING COMMISSION was held in the Cinco Room of the Kirtland Terrace Apartment Complex, December 18, 2017.

The meeting was called to order by President Olmsted at 10:00 A.M. Pledge of Allegiance was recited. Roll call was taken.

Present: Commissioners Mike Dolack, Mike Paulin, Tom Olmsted, Gordienne Davis, Judy Coffey (arrived 10:05 a.m.)

Absent: None

Staff Present: Judy Myers, Mary Taylor

Kirtland Terrace Residents: Cleo Hunt

Cornerstone Residents: None
Visitors: None
Public: None

AGENDA

The December agenda was presented for review. *Commissioner Paulin made a motion to accept the agenda as presented with Commissioner Dolack supporting the motion. With no further discussion, all were in favor.*

MINUTES

a. November 20, 2017 Regular Meeting – *Commissioner Dolack made a motion to accept the minutes as presented with Commissioner Paulin supporting the motion. With no further discussion, all were in favor.*

Attachment #1

VISITORS – Cleo Hunt

PUBLIC COMMENT – Ms. Hunt was welcomed by President Olmsted and asked if she had any comments. Ms. Hunt stated she was here to observe.

BILLS:

November part II through December part I – The Board reviewed the check list. Checks number 24089, regarding the reoccurring bedbugs and 24091, regarding appliances for Cornerstone along with number 24078 regarding lead testing at both facilities were discussed. *Commissioner Paulin then made a motion to accept the bills as presented with Commissioner Davis supporting the motion. With no further discussion, all were in favor.* **Attachment #2**

INFORMATIONAL COMMUNICATIONS:

a. **Par Plan News – FYI** **Attachment #3**

b. **November 27, 2017 – KT Memo Regarding Tobacco Smoke Smells – FYI –** Discussion followed with an explanation that we are not here when it occurs to be able to catch them in the act. **Attachment #4**

c. **KT & CS AAA Lead Inspections – FYI** – We did pass. **Attachment #5**

d. **2018 Regular Board Meeting Schedule – FYI** **Attachment #6**

e. **Cadillac Ministerial Group Regarding Sunday Services – FYI** – Commissioner Coffey is assisting the Director with this and so far, we have 15 interested.

Attachment #7

REPORTS of the DIRECTOR

a. **Financial Report** – November 2017 - The Director stated there is nothing out of the ordinary to report. Receipts were above normal, and expenses were in line with the budget. Regarding the Section 8 program, the Director works with our accountant in determining when to request from HUD additional funds. *Commissioner Paulin made a motion to accept the report as presented with Commissioner Davis supporting the report. With no further discussion, all were in favor.*

b. Director's Report Written – Judy Myers –

Financial Outlook: The Director noted that she spoke before Transition Cadillac this morning. Judy mentioned it is hard provide details of our housing when they are only interested in emergency housing and why we cannot build more units. Also noted was our 2017 capital funds money has finally been deposited.

Projects: Our REAC inspection has concluded with results not as good as the Director had hoped. We had two emergency findings at Kirtland with one being a GFI plate being removed. These two issues caused us to score at 84%. This is not a high performer score as hoped.

The YMCA needed testing performed at Cornerstone to continue with their after-school program. The fire department along with the health department inspected the Cornerstone facility. There was one fire department finding that maintenance will address this week. The health department found nothing for us to address.

S8 and **Manage by the Numbers:** Section 8 has 17 families leased up and one port-in, which we will absorb into our program when we have a voucher available. Commissioner Dolack had an article to share regarding HUD's Section 8 program and the high demand for these vouchers. It was discussed that this was typical for any income based program.

Resident Issues: The Kirtlander's had their Christmas dinner on Friday. Many commented that the food was good. It was noted that the CHC pays for half of this dinner.

The Director noted that two evictions were in progress with one being at each facility. Discussion on the bed bug issue continued from earlier.

Staff Issues: There was discussion regarding health insurance and how the personnel who were 65 had to pay for their part B with medicare and Blue Cross Blue Shield. It was suggested that the Director look elsewhere for health insurance answers.

Garden: Although the garden was in sleep mode, Commissioner Davis mentioned that she would be dressing up as Mrs. Claus for the YMCA and Cornerstone children this Friday. Fruit and candy canes would be provided by donors. *Commissioner Paulin made a motion to accept the Report of the Director with Commission Davis supporting. With no further comments, all were in favor.* **Attachment #8**

UNFINISHED BUSINESS

a.* CHC By Law Changes – Regarding Committees –** After reviewing the suggested changes, it was noted that Article III, Section 3 would be modified to include email and add a Section 10 – Committees – Which would read, "Executive Board shall consist of; The President, the Vice President and one other member who shall be appointed at each annual meeting." Along with, "the Board shall have two standing committees, Personnel Committee and Finance Committee, whose members shall be appointed at each annual meeting" and "a vote of 3/5 members can change or add committees or members of committees at any time." The last two additions would read, "Ad Hoc committees can be formed at any time for any purpose with the intention of disbanding when the specific task is complete and "the Director of CHC will be an ex-officio member of all committees." *Commissioner Paulin then made a motion to edit Section 3 as printed and add Article 10 regarding Committees. Commissioner Davis supported the motion. There was further discussion involving other inclusions but was decided against it. With no further discussion, all were in favor.* ***Attachment #9

NEW BUSINESS –

a. Resolution #597 – 2018 Operating Budget – The Director explained the process of how the CHC budget is developed. Commissioner Paulin offered a motion with Commissioner Dolack supporting it. Therefore, be it resolved that the 2018 Operating budget be adopted as presented. Yes Votes: Commissioners Paulin, Dolack, Coffey, Davis, Olmsted. There were no negative votes. Absent: None
Attachment #10

REPORTS OF COMMITTEES –

a. Personnel – 2018 Wages – Commissioner Coffey made a brief presentation that the committee recommends that staff receive a 3% wage increase beginning in January 2018. There were questions as to what was given last year and what the current cost of living rate was. *Commissioner Coffey then made a motion that beginning January 1, 2018 the staff receive a 3% wage increase with Commissioner Davis supporting the motion. With no further discussion, a roll call vote was taken. Yes Votes: Commissioners Davis, Dolack, Coffey, Paulin, Olsmted. There were no negative votes. Absent: None* **Attachment #11**

DISCUSSION ITEMS –

a. Commissioner Dolack presented a 1967 article about the CHC’s history. The Board commented how Commissioner Dolack was good at capturing newspaper articles about housing related topics.

ADJOURNMENT

Commissioner Dolack made a motion to adjourn the meeting at 10:50 a.m. with Commissioner Paulin supporting the motion and all were in favor.

________________________ ________________________

President Secretary

A RESOLUTION SUPPORTING THE IMPLEMENTATION OF RECOMMENDATIONS NECESSARY TO RECEIVE A REDEVELOPMENT READY COMMUNITIES CERTIFICATION FROM THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)

CITY OF CADILLAC, MICHIGAN

Whereas, the City of Cadillac has participated in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Assessment Report and Evaluation of Findings dated January 10, 2017; and

Whereas, the MEDC has developed a program for certifying Redevelopment Ready Communities, and the City of Cadillac desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

Whereas, the City of Cadillac is currently evaluating its Master Plan and will utilize the recommendations and technical assistance provided by the MEDC to ensure that development readiness is appropriately addressed in that document; and

Whereas, the program includes evaluating the partnerships with City boards and commissions related to development including City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority; and

Whereas, after review of the Redevelopment Ready Communities Assessment Report, the City of Cadillac is willing to complete the tasks as outlined; and

Whereas, the Assessment Report requires certain recommendations to be completed in order for the City to attain Redevelopment Ready Communities Certification:

NOW, THEREFORE, BE IT RESOLVED, THAT the City of Cadillac, through its City Council, authorizes the implementation of the MEDC recommendations necessary to receive Redevelopment Ready Communities Certification.

This resolution shall take effect upon City Council Action.

RESOLUTION DECLARED ADOPTED this 16th day of January 2018.

This is to certify the above resolution was approved by the Cadillac City Council at a regularly scheduled meeting held January 16, 2018.

By: ___________________________ Date: ________________________

Sandra Wasson
City Clerk, City of Cadillac

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Memorandum

TO: City of Cadillac, City Council

FROM: Pablo Majano, MEDC Redevelopment Ready Communities Planner

DATE: January 10, 2018

RE: **Redevelopment Ready Communities® Baseline Report**

I am pleased to present you with the City of Cadillac Baseline Report. As an RRC engaged community, Cadillac is a partner with the MEDC in building a place that is ready to attract talent and business investment. The City of Cadillac evaluation snapshot shows that the city has completed 37% of the Redevelopment Ready Communities best practice criteria and by establishing partnerships with local stakeholders, the city is in the process of completing another 63%.

The six RRC Best Practices consist of 41 objective measurable criteria. Green indicates the best practice has been satisfied, yellow means it is close to being administered and red means it is missing. As you read through the report you will notice that Cadillac has a well-established recruitment and orientation process to align with best practice 4. The city also demonstrates that public participation efforts go beyond the basic methods, however, it is our recommendation that the city develop a public participation plan, which is already in process of being developed, that defines outreach strategies and how the success of these strategies will be evaluated. Essentially, having the city formalize public engagement methods so that resources are prioritized and any city staff member can successfully outreach to the public.

To fully align with the RRC best practices the City of Cadillac has some items that need to be further revised or created. Some of those items include adding an additional year to the capital improvements plan, adding an implementation strategy to the master plan, creating a complete property information package to align with best practice evaluation criteria 5.1.5, and include standards to improved non-motorized transportation.

It is important to remember that the City of Cadillac is not alone. Throughout the report, a series of stakeholders are identified to partner with. While this is not an all-inclusive list of stakeholders, the city can identify additional partnerships that are needed in order to complete the best practice criteria that have been identified as yellow or red. Following your review of the baseline report, council has 30 days to pass a second resolution to proceed with the recommendations. The second resolution is essentially a checkpoint, indicating that the council agrees with the report and that the City of Cadillac will work towards completing the recommendations to become RRC certified.

In closing, I would like to reiterate that RRC is a no cost technical assistance program, and technical assistance match funding becomes available to communities who have received the baseline report, passed a resolution to move forward with recommendations and completed the first progress report. I look forward to working with you, your community and city staff throughout the process to help Cadillac achieve RRC certification!

Sincerely,

Pablo Majano

CERTIFICATION PROCESS

STEP ONE
ENGAGEMENT

Community reviews RRC Best Practices and program information online and contacts regional CATeam specialist

Community completes RRC Best Practice training series

Community thoroughly completes RRC self-evaluation

Community's governing body adopts resolution of intent to participate in program

Community submits completed RRC self-evaluation and resolution to regional CATeam specialist

Community information reviewed

Community placed into RRC pipeline

Community receives formal welcome and information

MOU signed between community and MEDC

STEP TWO
EVALUATION

Community submits additional documentation as necessary

Stakeholder interviews and meeting observations

Data and information analyzed

RRC advisory council provides technical expertise for report of findings

Report of findings presented to the community

Community's governing body adopts resolution to proceed within 30 days of report of findings presentation

STEP THREE
CERTIFICATION

Community completes missing RRC best practice criteria

Community submits quarterly progress reports

Community accomplishes all RRC best practice criteria

Certification awarded

CERTIFIED
Redevelopment Ready Communities®

Community submits biannual progress reports

PROCESS
TIMELINE

Timeline is dependent on the number of communities in the RRC pipeline and the completeness of the information submitted by the community.

MEETING MINUTES
Cadillac Zoning Board of Appeals
5:30 P.M.
April 20, 2017

CONVENE MEETING
Chairperson Nichols called to order a meeting of the Cadillac Zoning Board of Appeals at 5:30 p.m. on April 20, 2017.

ROLL CALL
MEMBERS PRESENT:	Allen, Nichols, Ault, Paveglio
MEMBER ABSENT:	Bontrager, Walkley, Engels
STAFF PRESENT:	Coy

APPROVAL OF MEETING AGENDA
Motion by Paveglio to approve the April 20, 2017 agenda. Supported by Allen. The motion was unanimously approved on a roll call vote.

APPROVE THE FEBRUARY 16, 2017 MEETING MINUTES
Motion by Ault to approve the February 16, 2017 meeting minutes as presented. Support by Allen. The motion was unanimously approved on a roll call vote.

PUBLIC HEARINGS
Variance Application from Alan and Kimberly Reinink for the property they own at 621 Chestnut Street. The Reinink's are asking for a rear yard setback variance of twelve feet. This would allow for the garage portion of the addition they propose at 621 Chestnut to be 23 feet including the soffits off the alley which is located south of the rear yard.

APPLICANT
Alan and Kimberly Reinink
4111 Morel Drive
Cadillac, MI 49601

Mr. and Mrs. Reinink attended.

SITE AND ZONING
The property site is described as; LOT 4 & 5 COBBS & MITCHELL 4^{TH} ADDITION, CITY OF CADILLAC (Tax Identification Number 10-053-00-003-00) As noted, the common address is 621 Chestnut Street, Cadillac, MI

Coy introduced the applicants Alan & Kimberly Reinink who were present. The Reininks purchased the vacant residence at 621 Chestnut Street here in Cadillac, MI and wish to remodel along with add onto the existing structure. He explained the site plan included in the staff report is a draft plan, not a final site plan for construction. They do not plan to have a final site plan prepared until they know if their variance request is approved. Coy also said the property has been vacant for well over a year, is dilapidated and was a HUD property prior to the Reininks purchase.

621 Chestnut Street is in an R-1 zoned single-family residential district. The minimum setbacks in an R-1 District are 35 feet for both the front and rear yard setbacks. The side yard setback minimum is a combined 25 feet with 10 feet being the minimum for one side. The proposed site plan for 621 Chestnut meets the front and side yard minimum setbacks but shows the garage at 25 feet from the rear yard property line which also is an alley. The soffits will extend an additional 2 feet making the setback with the soffits 23 feet total. This will require a setback variance of 12 feet.

He added that having the garage doors facing the alley will eliminate the need to back onto Selma Street. Also the Reininks discovered after having a survey performed that the house does not line up exactly parallel to the property lines. Also the neighbor's home to the east is built less than four feet from the property line with a small portion of its paved driveway on the Reinink property.

Coy also discussed the Code of Ordinances in Section 46-656 for Accessory Structures. The current ordinance allows for accessory structures to be placed as close as three feet to an alley or neighboring property lines. Basically the Reininks would be able to construct a detached accessory garage three feet from the alley if they wished and it would not require Zoning Board of Appeals approval.

Using a power point he showed pictures of structures on the south side of the alley which are built very close to the alley. The structures appear nonconforming in their setbacks. There are many nonconforming sized lots in this neighborhood. Next Coy went over the standards in Section 46-69(4) of the Cadillac City Code The standards state that in consideration of a variance, the Zoning Board of Appeals shall first determine that the proposed variance will not result in conditions which:

Standard – *The variance will not impair an adequate supply of light and air to adjacent property*.

Finding – The requested variance is not anticipated to impair an adequate supply of light and air to adjacent properties.

Standard - *The requested variance will not unreasonably increase congestion in public streets.*

Finding – The variance request is not anticipated to impact traffic volumes. Parking is in the rear off the alley.

Standard – *The requested variance will not increase the danger of fire or endanger the public safety.*

Finding – The requested variance is not anticipated to increase the danger of fire or endanger the public safety. Reconstruction will improve the public safety of the neighborhood. Prior to a Certificate of Occupancy the improvements will need to meet all fire and construction code requirements.

Standard – *The requested variance will not unreasonably diminish or impair established property values within the surrounding area.*

Finding – The requested variance is not anticipated to unreasonably diminish or impair established property values within the surrounding area. The remodeling of this vacant home will increase its property value and may increase surrounding property values.

Standard – *The requested variance will not impair the public health, safety, comfort, morals, or welfare of the inhabitants of the city.*

Finding – The requested variance is not anticipated to impair the public health, safety, comfort, morals, or welfare of the inhabitants of the city.

Variances need to be reviewed according to Section 46-664(j) from the City Code of Ordinances. Specifically Sec. 46-664(j)(3)(d) reads *"Before a variance is granted, it must be shown that the alleged hardships or particular peculiar difficulties of the person requesting the variance result from conditions which do not exist generally throughout the city."*

Finding – There are many existing nonconformities with setbacks and lot dimensions within the immediate neighborhood and surrounding properties.

Coy said that notification of the public hearing on this application was given via first-class mail to all property owners and residents within 300 feet of the subject site and a notice of the hearing was placed in the Cadillac News. These notices were provided not less than 15 days prior to the hearing date.

The city has received no public comment on the proposed variance application.

Coy concluded his presentation with "based on a finding of compliance or non-compliance with the standards of the ordinance, the Board shall approve, approve with conditions, or deny the variance application." Reasonable conditions may be attached to an approval in order to achieve compliance with the standards of the ordinance.

Nichols opened the meeting for questions. Paveglio asked Coy about the Code of Ordinances for Accessory Structures and why the city allows them three feet from an alley or property line. Coy did not have an answer other than the ordinance was last updated in the 1980's and he has no idea of the thinking at that time.

Allen asked about the construction of the garage area being "pole barn". Mr. Reinink explained that the structure would be sided identical to the home and would not have the appearance of a pole barn.

Ault made a motion to approve the variance request to allow for a rear yard setback of 12 feet including the soffits which would place the new garage 23 feet off the south property line. Support by Allen. The motion was unanimously approved on a roll call vote.

PUBLIC COMMENTS - NONE

BOARD MEMBER COMMENTS – NONE

ADJOURN

Chairperson Nichols adjourned the meeting at 5:58.